

JUL 30 1954

Chief, Finance Division ✓
Chief, Fiscal Division

Comptroller

Approval of Obligations Against Office of Personnel Allotments

25X1A

1. [] Office of Personnel, is charged with the responsibility for the coordination of all budgetary requirements for that Office and for the maintenance of appropriate controls over obligations against Office of Personnel allotments.

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2. In order that [] may exercise proper and necessary allotment controls it is requested that your Office return to the originator any requisition, voucher or other obligating document for items, other than personal services, chargeable to allotments in the [] which have not been approved by her.

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3. In the absence of [] approvals will be given by [] Executive Officer, Office of Personnel.

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[]

E. R. SAUNDERS

TAE:jas

Distribution:

- 0 - Finance
- 1 - Fiscal
- ✓ 1 - Signer's
- 2 - Budget
- 1 - Analyst
- 1 - Personnel

Document: /1
No Change in Class. ☐
☐ Declassified
Class. Changed To: TS S ©
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